



## Literature Fellowships Reporting Requirements

For awards issued after October 1, 2017

Rev. 11/29/17

The ***General Terms & Conditions for Literature Fellowships (General Terms)***, instructions and forms for payments requests, and the final report form and instructions are available on our web site.

**For Translation Projects:** As noted in the ***General Terms***, grant activities should be consistent with those approved for funding by the NEA. If you need to make changes to the project, you must email a change request with justification to the Office of Grants Management at [grants@arts.gov](mailto:grants@arts.gov) **before** implementation. The Progress or Final Reports should **not** be used for conveying and/or requesting approval for any changes.

### PROGRESS REPORT

One Progress Report will be required during the grant period. It is submitted as Section 6 of the **Payment Request Form for Literature Fellowships**. The Progress Report is due the first time you request more than two-thirds of the award amount. The Progress Report must include:

- (1) a description of all activities supported by the grant that have been undertaken since the grant period start date, and
- (2) any grant supported activities planned for the remainder of the grant period (e.g., research, travel, or other related activities).

### FINAL DESCRIPTIVE AND FINANCIAL REPORT - LITERATURE FELLOWSHIPS

All grantees are required to submit an acceptable **Final Descriptive and Financial Report - Literature Fellowships** to the Office of Grants Management no later than 90 days after the grant end date. The report form is available at <https://www.arts.gov/sites/default/files/LIT-Fellows-FY18-Final-Descriptive-Financial-Report.pdf>

The narrative should provide information about the impact or benefit of this fellowship on your artistic development. It should also include a brief description of work you accomplished with NEA support during the grant period including major achievements, any significant problems encountered, and information about any public readings or presentations, including locations, and publication plans. Please limit your response to the area provided on the form.

This report also certifies that the NEA funds have been used for the purpose(s) for which the grant was awarded.

Email the completed report to the Office of Grants Management at [finalreports@arts.gov](mailto:finalreports@arts.gov).

**You will be ineligible for any future NEA grants if you fail to submit required and acceptable Final Reports.**

The NEA reserves the right to request additional information or work product(s) at any time.

As a reminder, all Federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for Federal purposes (e.g., the use of final report work products to document the results of our grant programs), including placement on a Federal Web site. For more information see the ***General Terms***.

### **Future Publication, Awards, and Other Honors**

Each project develops its own history, often long after the Final Report has been submitted. New information related to your project—future publication(s), reviews, awards and honors, other opportunities—is appreciated by the NEA. Our ability to document the effectiveness of our programs is facilitated by the assistance we receive from our grantees. Contact the Literature Program regarding how to best provide this information at [Literature@arts.gov](mailto:Literature@arts.gov). Include your name and grant number on all information sent.

#### Paperwork Reduction Act Statement:

The public reporting burden for this collection of information is estimated to average one hour per response. The NEA welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, National Endowment for the Arts; Washington DC 20506.

NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.